

Job Description
Activities Co-ordinator
Residential Care and Support Services



- Title:** Activities Co-ordinator for Residential Care and Support Services
- Accountable to:** Support Services Manager and Compliance Manager for Residential Care and Support Services
- Salary Grade:** £8.16 per hour
- Hours per week:** An average of 20 hours per week, primarily working Monday – Friday, flexible to meet the needs of the service as there will be some weekend, evening work and occasional overnights away whilst on trips with residents.
- Holidays:** 4 weeks per annum, plus statutory Bank / Public Holidays (pro rata)

Purpose of the job:

1. To ensure the provision of a wide range of diversional, educational and vocational activities which will meet the needs of the people referred to the service.
2. To ensure that each resident has an individual programme of activities that meet their assessed needs as required by the resident, funding authority, support services manager or compliance manager.
3. In conjunction with, team leaders and key workers, to ensure that appropriate assessments of residents strengths and weakness' are undertaken as required by the resident funding authority, support services manager or compliance manager.

Tasks:

1. To liaise with local health, social, educational and employment services and other non-statutory or voluntary organisations to identify services, facilities or opportunities which would be of benefit to residents placed at Deafway.
 2. To negotiate with local health, educational and employment services and other non-statutory or voluntary organisations to enable residents placed at Deafway to access identified services, facilities or opportunities which would be of benefit to them.
 3. In conjunction with senior care staff, to establish and maintain the provision of a range of social, recreational and development activities within Deafway which meet the assessed needs of service users or as required by the resident, funding authority, support services manager or compliance manager.
 4. To be involved in the assessment of each resident and to develop individual programmes of activities for them based on their assessed needs as required by the resident, funding authority, support services manager or compliance manager.
 5. To ensure that each resident is offered the opportunity to be involved in at least 2 activities on a daily basis.
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6. To prepare written reports as required by the as required by the resident, funding authority, support services manager or compliance manager regarding the range of activities offered to individual residents, their uptake of these activities and the benefits of such activities ensuring that residents have opportunities to achieve their goals and aspirations.
7. To attend case review meetings as directed by the support services manager or compliance manager and to present verbal reports on the range of activities offered to individual residents, their uptake of these opportunities and the benefit of them or otherwise to them.
8. To organise and attend residents holidays as required by residents, support services manager or compliance manager.
9. To attend 'Activity Planning Meetings' as directed by support services manager or compliance manager to review the individual programmes of activity offered to residents
10. To liaise with the fundraising department to plan, monitor and report back to funders on the Dream Activities Programme and other activities which have been or will be funded by donations.
11. To support the Support Services Manager and Compliance Manager in setting and maintaining high quality standards of service.

Broad Remit:

- 1. To undertake any other tasks, as requires, that relate to the key areas of responsibility of the job.**
 - 2. To be a positive ambassador for Deafway whilst both on and off duty.**
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